

## ADMINISTRATIVE TRANSFER

### **TRANSFER PHILOSOPHY**

Occasionally an individual served by the Division of DD moves out of his/her local Regional Office's catchment area and must have their services transferred to a different Regional Office or TCM entity. The expectation is to have a consistent process statewide for transfer of individuals from one Regional Office to another Regional Office in a timely manner. A smooth transition should ensure that individuals do not lose services and that there should be minimal, if any, disruptions. At this time support coordinators (formally known as service coordinators) in both areas are expected to assist the individual/family in setting up comparable supports in the new town. Division of DD funding is expected to be transferred to the new area to provide continued supports, if needed. However, local resources and funding sources vary greatly from county to county and comparable services or local funding may not be available.

### **PROCEDURE FOR TRANSFER**

**Refer to DD Division Directive-Administrative Transfer Policy**

<http://dmh.mo.gov/docs/dd/directives/5010.pdf>